

## AzEIP Service Coordinator (SC) Responsibilities for Transition

### **Conduct IFSP Transition Planning Meeting at IFSP meeting closest to (but not before) child's 2<sup>nd</sup> birthday**

- discuss required PEA Notification/Referral and Opt-out policy
- discuss Transition Conference (and parent choice not to have one)
- ask who parent would like to invite to conference
- if family does not want a conference, SC must still send PEA Notification/Referral form to school by 2.9, unless parent opts out
- explain to family early childhood options when child turns three; help families identify what they'd like for their child and their needs
- document meeting on IFSP Transition page
- if meeting close to child's age of 2.6, SC, district, and family may combine meeting with Transition Conference
- develop an IFSP outcome on transition for the family, if appropriate

### **Schedule, Coordinate, and Facilitate the Transition Conference**

- Schedule Transition Conference that must occur between child's age of 2.6 - 2.9<sup>1</sup>
  - If child has an initial IFSP > 2.6, schedule ASAP to occur before 2.9. Discuss combining initial IFSP Transition Planning meeting and Transition Conference
  - If child has an initial IFSP > 2.9, Transition Conference is not required, but SC must help family with transition and send PEA Notification/Referral form to school (unless parent opts out)
- Complete and send the Invitation to Participate in a Transition Conference to early childhood programs identified by family. May also send Transition Conference Agenda.
- Ensure developmental and medical history on the IFSP Summary of Present Levels of Development page is updated prior to Transition Conference
- Obtain parent signature on Consent to Share Early Intervention Information form to discuss child at Transition Conference before meeting starts. Remember - information may not be shared until parent has given written consent.
- Share early intervention records with programs. Records may be shared before, during or after the transition conference, depending on family preference, and only with parental consent.
- Facilitate the Transition Conference; may use Transition Conference Agenda to guide discussion
- Discuss with family who they would like to attend the MET and/or IEP with them
- Complete AZ Transition Conference Summary form during conference and provide copies to all participants as soon as possible. **Send PEA Notification/Referral form, unless family opts out**
- SC must send PEA Notification/Referral form for all children before child turns 2.9 (or by 2.10 ½ if the child has initial IFSP ≥ 2.9) **UNLESS** parent opts out in writing before then, by signing Opt-Out form in the IF SP

### **Other responsibilities**

- Attend the Preschool Eligibility Conference/MET and IEP Conference when parent requests
  - Provide information to assist with determination of eligibility and for ESY services (e.g., IFSP Summary of Present Levels of Development page; hearing/vision info)
  - Provide information to assist team in development of IEP for eligible children
  - If child not eligible for special education services, assist parents in identifying support through community agencies and resources

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<sup>1</sup> This is a compliance indicator that must be at 100% unless for family reason it cannot be done.